

# Enterprise Human Resources and Payroll

## #20 - *WAGE GRADE EMPLOYEES*



**BE SURE THE PAY BASIS IS ENTERED APPROPRIATELY BASED ON THE TYPE OF EMPLOYEE.**

- THE PAY BASIS FOR WAGE GRADE EMPLOYEES NEEDS TO BE PER HOUR NOT PER ANNUM.
- THE PAY BASIS FIELD CAN BE FOUND ON THE POSITION DATA PAGES UNDER DEVELOP WORKFORCE.
- THE PAY BASIS FIELD DEFAULTS TO THE EMPLOYEE'S RECORD WHEN THE EMPLOYEE IS PLACED INTO THAT POSITION. ON THE EMPLOYEES RECORD, THE FIELD APPEARS ON THE COMPENSATION PAGE.

**FOLLOWING THIS IS CRITICAL TO ENSURING THESE EMPLOYEES ARE PAID CORRECTLY.**